

Directions for completing DT 1873

ROAD CHEMICAL STORAGE SUBSITE INSPECTION FORM

* These directions presume automated data entry into form DT 1873 from MSSM

1. **Manual data entry.**
2. Automated data entry. *
3. Automated data entry. *
4. **Manual data entry.** Inspector's name. Along with an employer identifier, e.g. Dist 5 or ET
5. Automated data entry. * Provided the data is in the record. Data should include a "house" number. If not, block 7 should describe how to find the site. Add if necessary.
6. Automated data entry *
7. This block is optional. It allows for noting any unique directions or other information the inspector should know. It's titled directions, but it can be used for any desired text.
8. Automated data entry. * One of the material types should be automatically marked. The inspector is to verify the right material is checked. Errors should be noted and the record corrected when data entered into MSSM. Unknown is used for empty or unknown material. Last season's use of "various liquids" as a place holder will require a change to material type frequently.
9. This block is now used to provide descriptive information to assist in identifying the physical facility on the site corresponding to the information preprinted on the DT 1873 for this subsite.
- 10.1 **Manual data entry.** Section 10 deals only with solid material.
 - 10.1.1 **Manual data entry.** Stockpiles often don't have aprons as thought of for a shed. As product is removed from the stockpile, any paved area exposed is actually the pad. Mark as not visible.
 - 10.1.2 **Manual data entry.** The references given can also be found in the DOT pavement maintenance manual. A Pad may not be visible in a locked shed or under a pile of material.
 - 10.1.3 **Manual data entry.** The references given can also be found in the DOT pavement maintenance manual.
- 10.2 **Manual data entry.** Give close attention to entrances.
- 10.3 **Manual data entry.**
11. **Manual data entry.** This block is used only if the subsite is a structure. Check the type of structure. Whether repairs needed are minor or major is determined according to the judgment of the inspector using criteria supplied by DOT. If the subsite is not a structure, all items are checked N/A
- 12 **Manual data entry.** This block is completed only if the subsite is a tank otherwise all items are checked N/A. Check if the subsite is a single or multiple tank. Whether repairs needed are minor or major is determined according to the judgment of the inspector using criteria supplied by DOT.
- 13 **Manual data entry.** This block is completed only if the subsite is a stockpile or a crib, otherwise all items are checked N/A. Whether repairs needed are minor or major is determined according to the judgment of the inspector using criteria supplied by DOT.
- 14.1 & 2 **Manual data entry.** Any of the stored material coarser than dust is deemed material. Material leaked from the door or cracks in the walls requires something other than a "none".
- 14.4 A padlock on the shed or on the fence around the site is effective restriction.
- 14.5 This is determined by pre-inspection correspondence unless records are visible on site.
- 15 This is an area for the inspector to jot notes to him or herself or to the owner. If more space is needed, notes can continue on the reverse side of the sheet. If used, note for data entry personnel that the reverse side is used.